

~~SECRET~~  
~~CONFIDENTIAL~~

STATEMENT

25X1A

The Director of Training shall. . .participate in the formulation of the policies and plans of the Career Service Board.

Direct a comprehensive program for the selection, professional training and career preparation of junior officer personnel in cooperation with the various Offices of the Agency.

The Assistant Director for Personnel shall provide personnel service for the Agency to include: Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board.

Two primary groups of individuals serve. . . with the Agency: those who are appointed for the career service and those whose services are acquired. . . to meet temporary needs.

The paragraph defines the Career Staff of the Agency. It establishes the aim of selection, development, and utilization of qualified individuals for career service as well as the elimination of employees failing to perform as effective members of the Career Staff.

Agency policies. . .concerning career planning. . . are not applicable to temporary employees.

Primary interest in the careers of these individuals (Detailed Civilian Personnel) rests with their parent organizations and the Agency will assign them, insofar as possible, to duties which will further their long-term career development in their parent organizations.

Detailed Military Personnel: statement same as 2b(1) above.

CIA CAREER SERVICE PROGRAM DOCUMENT NO.

NO CHANGE IN CLASS ☐

☐ DECLASSIFIED

CLASS CHANGED TO: TS S C

NEXT REVIEW DATE:

CIA CAREER SERVICE BOARD  
APPOINTMENTS

AUTH: HR 78-2

DATE 2 1981

REVIEWER: 029725

~~SECRET~~  
~~CONFIDENTIAL~~

~~SECRET~~ ~~CONFIDENTIAL~~

Approved For Release 2002/05/02 : CIA-RDP80-01826R000600170002-0

25X1A

✓ CAREER SERVICE BOARD  
✓ DETERMINATION OF INITIAL CAREER DESIGNATIONS

✓ CIA CAREER SERVICE PROGRAM  
✓ REVIEW OF PERSONNEL ACTIONS AFFECTING CAREER  
EMPLOYEES

✓ CIA CAREER SERVICE PROGRAM  
✓ CHANGES IN CAREER DESIGNATIONS

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS  
CAREER SERVICE BOARD

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS  
CIA CAREER SERVICE BOARD

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS  
Referenced paragraphs announce assignments to  
the CIA Career Service Board.

The Medical Office will forward Form No. 37-169,  
Medical Action and Report, to the Office of  
Personnel, the sponsoring office, and the  
Secretary of the Career Service Board concerned.

Each individual request. . . will be thoroughly  
documented and forwarded. . . to the head of the  
individual's career component as indicated by  
his Career Designation.

✓ The CIA Honor Awards Board, under the jurisdiction  
of the CIA Career Service Board, is established  
to review recommendations concerning honor  
awards. . . .

The Board will be composed of three Agency  
officials appointed by the Director upon recom-  
mendation of the CIA Career Service Board.

~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

~~CONFIDENTIAL~~

Approved For Release 2002/05/02 : CIA-RDP80-01826R000600170002-0

STATEMENT

25X1A

Secretariat support will be provided by the Secretariat of the CIA Career Service Board.

The CIA Honor Awards Board will be responsible to the CIA Career Service Board for the following: (7 specific points are listed.)

All nominations shall be forwarded to the CIA Honor Awards Board through the Executive Secretary, CIA Career Service Board with endorsement by the appropriate Assistant Director or Office head.

The above forms (AGO Forms No. 638 and 639) are available from the Executive Secretary, CIA Career Service Board.

Personnel action requests involving an employee whose Career Designation is other than that of the component to which he is officially assigned will be referred. . .to the appropriate component head. . . .

Paragraph A concerns initial Career Designations. Paragraph B concerns requests for changes of Career Designations.

Number of copies of SF-52 required for Change of Career Designation.

Sample of SF-52 showing a "Reassignment (Change of Career Designation) action".

Sample of SF-52 showing a "Change in Career Designation action."

Insofar as possible, military personnel will be assigned to duties. . .which will further their long-term career development in their parent services.

Resignation of officer personnel, for the sole purpose of accepting civilian career employment in the Agency, will be sponsored only in cases where the Director of Central Intelligence considers that the national interest is best served by such action.

~~CONFIDENTIAL~~

~~SECRET~~  
~~CONFIDENTIAL~~ STATEMENT

Two primary groups of individuals serve. . .with the Organization: those who are appointed for career service and those whose services are. . . acquired to meet temporary needs.

✓ The paragraph defines the Career Staff of the Organization. It establishes the aim of selection, development, and utilization of qualified individuals for career service as well as the elimination of employees failing to perform as effective members of the Career Staff.

Organization policies. . .concerning career planning. . .are not applicable to temporary employees.

Primary interest in the careers of these individuals (Detailed Civilian Personnel) rests with their parent organizations and the Organization will assign them, insofar as possible, to duties which will further their long-term career development in their parent organizations.

Detailed Military Personnel: statement same as 2b(1) above.

#### KUBARK CAREER SERVICE PROGRAM

Appropriate officials at headquarters will decide whether exception is warranted after considering all aspects of the case, including the individual's career plan.

The CIA Career Service Program, approved by the Director of Central Intelligence, provides that all new personnel. . .be required to go through a training program in order to give them an adequate basic intelligence background.

Satisfactory completion of basic intelligence training shall in each case be a necessary but not sole condition in granting full career status to new professional personnel not exempted from such training.

~~CONFIDENTIAL~~

~~SECRET~~

Approved For Release 2002/05/02 : CIA-RDP80-01826R000600170002-0

~~CONFIDENTIAL~~  
STATEMENT

Training shall normally be provided. . .for individuals:

(1) who declare their intention to make a career of service with the Agency.

(3) whose projected training, as recommended by the appropriate Career Service Board. . .will benefit the Agency. . . .

Training shall normally be requested on the basis of recommendations contained in the individual's Personnel Evaluation Report(s) and the plan for his career development recommended by the appropriate Career Service Board. . . .

The Director of Training shall recommend to the CIA Career Service Board individuals for the top five Department of Defense colleges. . . .

The CIA Career Service Board, acting as an Advisory Board, shall review the qualifications of individuals and list them in order of preference for the consideration of the Director of Central Intelligence.

All applications for courses in which the student participates under an Agency quota allotment, and in which his attendance thereby includes an element of representation on behalf of the Agency, will be considered by the CIA Career Service Board. . . .

~~CONFIDENTIAL~~